

To the Contact Employee of the Institution Addressed:

The purpose of this email is to provide you with information and instruction regarding the **2014 Streamlined Renewal Process** and the **2013 Mortgage Lender and/or Mortgage Broker Annual Report**.

2014 STREAMLINED RENEWAL PROCESS

Mortgage Lender and Mortgage Broker licensees in Massachusetts are required to participate in the Streamlined Renewal Process through the Nationwide Multi-State Licensing System & Registry ("NMLS") in order to renew the applicable license(s) beyond the upcoming December 31, 2013 expiration date. In addition to completing the steps set forth in the online portion of the NMLS license renewal process, licensees are also required to submit additional documents by mail to the Division to complete license renewal applications. **LICENSEES WHO FAIL TO SUBMIT RENEWAL APPLICATION MATERIALS AND/OR LICENSE FEES TO THE DIVISION BEFORE THE DECEMBER 31, 2013 LICENSE EXPIRATION DATE WILL HAVE THEIR LICENSE(S) TERMINATED FOR FAILURE TO RENEW.** Those failing to submit their renewal application prior to December 31, 2013 will experience an interruption in their license status, and will be required to pay an additional reinstatement fee of \$300.00 for Mortgage Broker and Mortgage Lender licenses during the renewal reinstatement period from January 1, 2013-February 28, 2013.

Below are instructions on renewing your mortgage lender, mortgage broker, and branch license(s). Please review these instructions carefully.

1. ATTEST TO INFORMATION IN NMLS RECORDS

As part of the Streamlined Renewal Process, all licensed Mortgage Lenders and Mortgage Brokers must log into NMLS and attest that their records are accurate and current. Additional instruction regarding the renewal process in NMLS may be found on the NMLS website <http://mortgage.nationwidelicensingsystem.org>. *The Division recommends that all licensees review the detailed instructions in NMLS carefully. **NOTE THAT RENEWALS MAY BE PREVENTED OR REJECTED IF OUTSTANDING LICENSE ITEMS ARE NOT ADDRESSED.***

2. SUBMIT YOUR RENEWAL REQUEST THROUGH NMLS

Licensees who have kept their NMLS records up-to-date will be able to renew their license(s) in just a few steps. Renewal requests must be submitted to Massachusetts through NMLS between **November 1st** and **December 31, 2013**. During this time, renewal fees must be paid. **If your company does not wish to renew its license or any of its branches, choose the "Do Not Renew" option for applicable licenses. *ALL FEES PAID THROUGH NMLS ARE NON-REFUNDABLE. The Division recommends that all licensees review the detailed instructions found on the NMLS Resource Center carefully.***

Renewal fees are as follows:

Mortgage Broker License Annual Fee: \$600

NMLS Annual Processing Fee: \$100

Mortgage Broker Branch License Annual Fee: \$50 per branch

NMLS Annual Branch Processing Fee: \$20 per branch

Mortgage Lender License Annual Fee: \$1,100
NMLS Annual Processing Fee: \$100
Mortgage Lender Branch License Annual Fee: \$50 per branch
NMLS Annual Branch Processing Fee: \$20 per branch

Mortgage Loan Originator License Annual Fee: \$500
NMLS Annual Processing Fee: \$30
Federal Criminal Background Check Fee: \$39

3. COMPLETE AND MAIL CORI REQUEST FORMS TO THE DIVISION BY DECEMBER 1ST

On or before **December 1, 2013** licensees are required to **MAIL** to the Division executed CORI Request Form(s) for all individuals who have a **Massachusetts MU2 association with their entity**. This form, which may be found on the Division's [website](#), must be accompanied with a legible copy of a government-issued form of photo identification for each individual. Please be advised that the earlier you send in the CORI Request Forms, the more expeditiously the Division will be able to process your renewal request. **DO NOT SEND IN CORI REQUEST FORMS IF YOU DO NOT INTEND TO RENEW YOUR COMPANY'S LICENSE. CORI FORMS ARE NOT REQUIRED FOR ANY INDIVIDUAL WHO IS INTENDING TO RENEW A MASSACHUSETTS MORTGAGE LOAN ORIGINATOR LICENSE.**

CORI Request Forms must be mailed, **under** page two of the [Uniform Company Renewal Checklist](#) found in NMLS, to:

Massachusetts Division of Banks
ATTN: Mortgage Broker/Lender License Renewal Unit
1000 Washington Street, 10th Floor
Boston, MA 02118

4. MORTGAGE BROKER AND MORTGAGE LENDER SURETY BONDS

Companies maintaining a Mortgage Lender and/or Mortgage Broker surety bond(s) that provide continuous coverage which is contingent upon payment of an annual premium on or before December 31, 2013, are required to send an original continuation certificate or bond rider showing the extension of the surety bond through December 31, 2014. In order to facilitate the license renewal process, the Division is requiring that all renewal premiums associated with the continuous bond(s) be set to December 31st. Mortgage Lenders and Mortgage Brokers with surety bonds that currently renew on any day other than December 31st, will be required to produce an original rider from the insurer providing a renewal date of December 31, 2014.

Original Bond documents must be mailed, under the cover of the Uniform Company Renewal Checklist, found in NMLS to:

Massachusetts Division of Banks
ATTN: Mortgage Broker/Lender License Renewal Unit
1000 Washington Street, 10th Floor
Boston, MA 02118

5. MORTGAGE CALL REPORTS (PREVENT RENEWAL REQUIREMENT)

Failure to remain current with the quarterly call report filing requirements, by filing the 2013 Q1 and Q2 NMLS Mortgage Call Reports, will result in a “prevent renewal” status. This will result in your company’s inability to submit a renewal request. The Q3 Mortgage Call Report will be due to be submitted on or before November 14, 2013.

Note that the Q4 Mortgage Call Report DOES NOT replace the Mortgage Broker/Mortgage Lender 2013 Annual Reports due to the Division of Banks by March 31, 2014 as clarified below.

6. FINANCIAL STATEMENTS FOR 2013

- Mortgage Lenders: Within 90 days of the end of a Licensee's fiscal year end, mortgage lenders must submit **AUDITED** financial statements prepared by an independent Certified Public Accountant (CPA) in accordance with Generally Accepted Accounting Principles, and in accordance with Generally Accepted Auditing Standards (GAAS). Financial statements must include a Balance Sheet, Income Statement, and Statement of Cash Flows and all relevant notes thereto.
- Mortgage Brokers: Within 90 days of the end of a licensee’s fiscal year end, mortgage brokers must submit **AUDITED or REVIEWED** financial statements prepared by an independent CPA in accordance with: (a) Generally Accepted Accounting Principles, and (b) in accordance with either Generally Accepted Auditing Standards (GAAS), or with the Statement on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants (AICPA). Financial statements must include a Balance Sheet, Income Statement, and Statement of Cash Flows and all relevant notes thereto.
- Financial statements are required to be uploaded in NMLS, in a compressed PDF format, within the required timeframe. The Division does not accept paper copies of financial statements.

7. MISCELLANEOUS LICENSE RENEWAL INFORMATION

- Failure to pay any outstanding fees, including licensing fees, examination fees, or late fees associated with annual report filings, may result in non-renewal of licenses.
- By separate correspondence, the Division notified all mortgage lender, mortgage broker, and mortgage loan originator licensees of the license renewal requirements applicable to loan originators which outlines the renewal process for individuals maintaining a loan originator license.
- Corporations and Limited Liability Companies must provide a copy of the licensee's most recent MASSACHUSETTS CORPORATION ANNUAL REPORT (or LLC Annual Report), as submitted to the Office of the Secretary of the Commonwealth, not to be confused with the Division's Mortgage Lender/Mortgage Broker Annual Report. The Massachusetts Corporation Annual Report is not a requirement to renew your company’s license(s) before December 31, 2013,

however you will be required to submit a copy of your company's Massachusetts Corporation Annual Report on or before **March 31, 2014**, as part of the Mortgage Lender/Mortgage Broker 2011 Annual Report Form (see below).

- *Please be advised that licensees who elect not to renew their license(s) beyond December 31, 2013 are still required to submit to the Division a completed Mortgage Lender/Mortgage Broker 2013 Annual Report Form by March 31, 2014 and satisfy any outstanding fees.*

MORTGAGE LENDER/MORTGAGE BROKER 2013 ANNUAL REPORT **FORM**

Per the Division's regulation 209 CMR 42.10, Mortgage Lender and Mortgage Broker licensees are required to submit Annual Report forms by **March 31st** of each year. The Mortgage Lender/Mortgage Broker 2013 Annual Report Form is not required to be submitted to the Division before December 31st in order to renew your company's licenses; however it must be submitted to the Division **between January 1st and March 31, 2014**.

On or soon after January 1, 2014, the Mortgage Lender/Mortgage Broker 2013 Annual Report Form will be available on the Division's website at www.mass.gov/dob, by clicking on 'Forms and Applications' under '**Industry Services**', and following the links to the report form. This report must be **emailed or mailed** to the Division by **March 31, 2014** at dobannualreport@state.ma.us or the address provided.

Please be advised that a \$50.00 per calendar day late fee will be assessed to all licensees that fail to submit the Mortgage Lender/Mortgage Broker 2011 Annual Report by March 31, 2013.

If you have any questions regarding the 2013 Streamlined Renewal Process, please contact the Division at **617-956-1500, extension 351**, or by email at NMLS@state.ma.us. For technical help regarding the renewal process through NMLS, please call the **NMLS Call Center**. Starting October 21, 2013 the NMLS Call Center's new number will be 855 665 7123.

Very truly yours,

Thomas V. Brennan

Thomas V. Brennan
Chief Director
Mortgage Supervision